

OneNote 2016 for Mac



Quick Start Guide

This new version of OneNote is thoughtfully designed for your Mac. Use this guide to learn the basics.

Get quick access to tools and commands

See what OneNote 2016 for Mac can do by clicking the ribbon tabs and exploring new and familiar tools.

Quick Access Toolbar

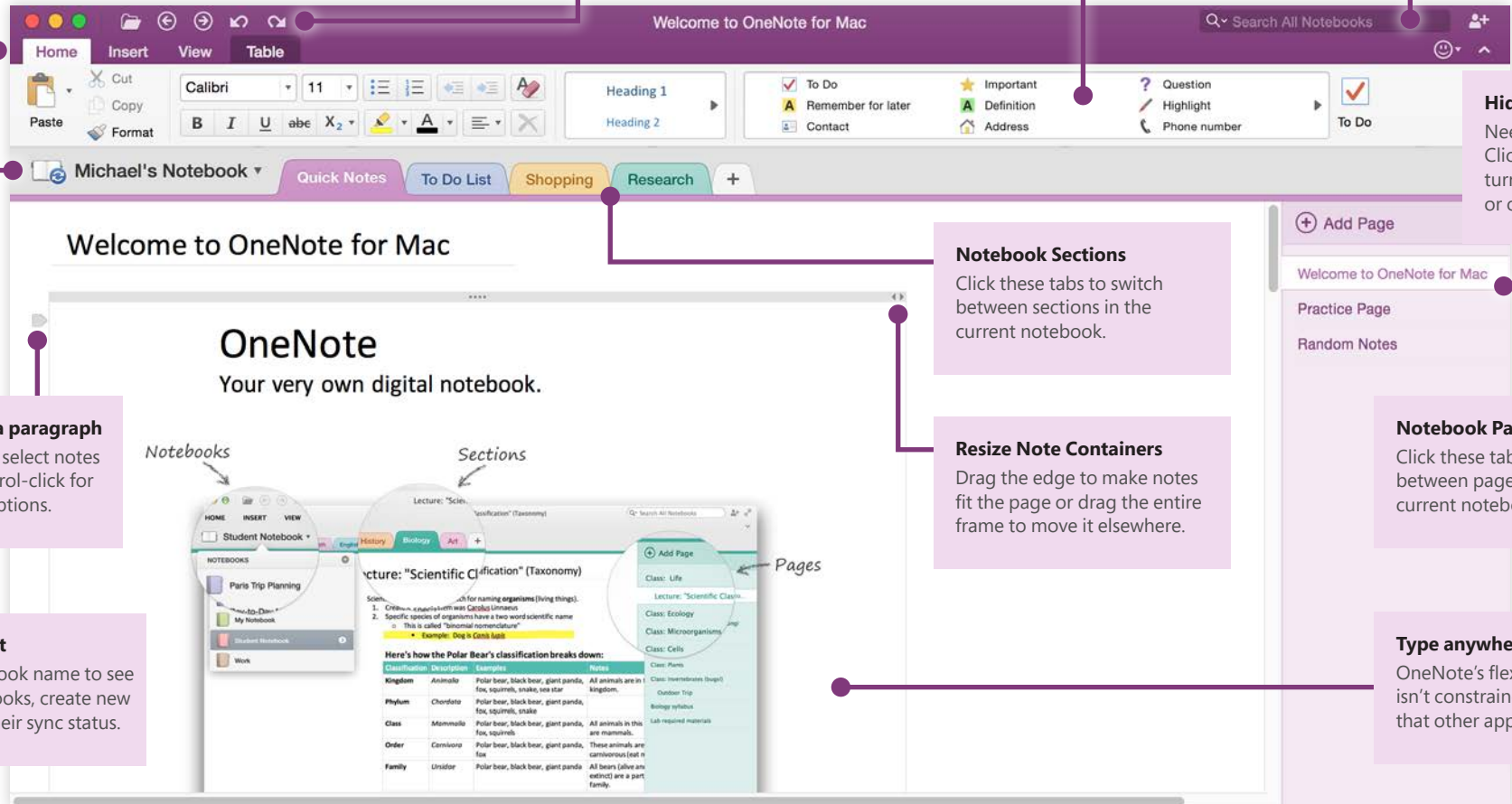
Keep popular commands right at your fingertips.

Tag important information

Categorize or prioritize important details by applying tags to selected notes.

Search your notes

Start typing in the Search box to instantly find words and phrases in your notebooks.



Hide the ribbon
Need more room?
Click the arrow to
turn the ribbon on
or off.

Notebook Sections
Click these tabs to switch
between sections in the
current notebook.

Resize Note Containers
Drag the edge to make notes
fit the page or drag the entire
frame to move it elsewhere.

Notebook Pages
Click these tabs to switch
between pages in the
current notebook section.

Type anywhere on a page
OneNote's flexible canvas
isn't constrained in the ways
that other apps are.

Notebooks List

Click the notebook name to see
all open notebooks, create new
ones, or view their sync status.

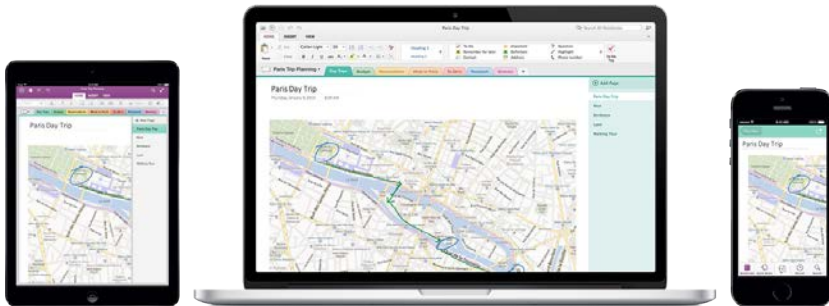
Select a paragraph
Click to select notes
or Control-click for
more options.

OneNote 2016 for Mac



Access your notes anywhere

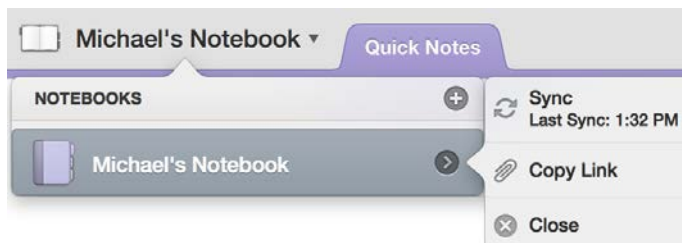
What good are notes, plans, and ideas if they're trapped on a hard drive? Keep your notebooks available to you by signing in with your free Microsoft account when you first start OneNote on your Mac. There's even a free OneNote app for your iPhone and iPad to stay in sync wherever you go.



Save your work automatically

OneNote automatically saves all of your changes as you work — so you never have to. Even when you close the app or your Mac goes to sleep, your notes are always saved, so you can continue right where you left off.

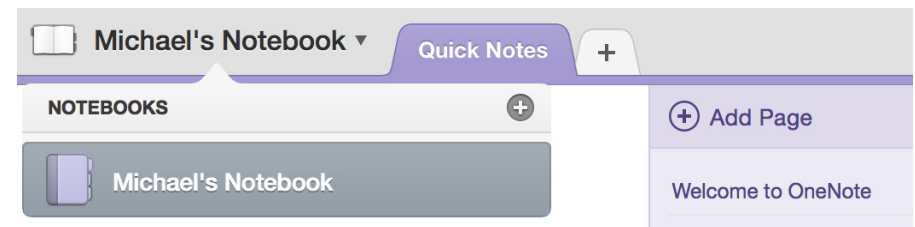
If you want to see when OneNote last synced your changes, click the name of your current notebook, and then click the arrow next to it in the **Notebooks** list.



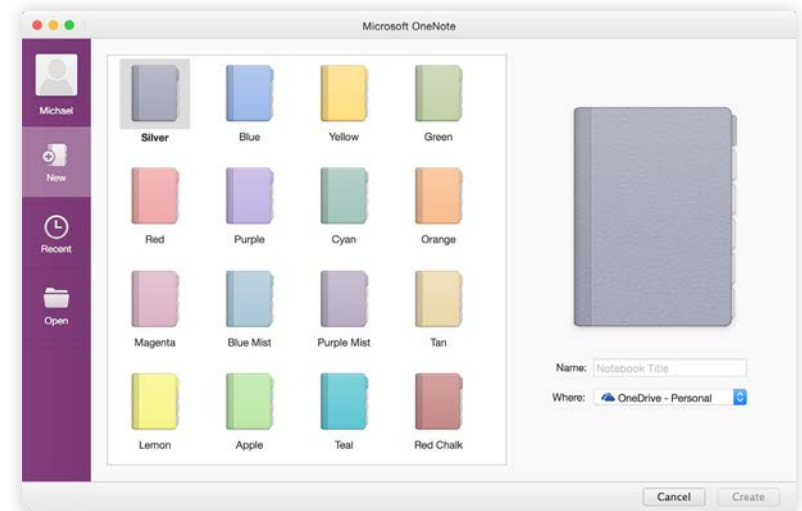
Never run out of paper

To create a new page in the current section of your notebook, click (+) **Add Page** over the page tabs, or click **File > New Page** on the menu bar.

To create a new section in the current notebook, click the plus sign (+) next to the section tabs, or click **File > New Section** on the menu bar.



When you first launch OneNote, a default notebook with the **Quick Notes** section is created for you, but you can easily create additional notebooks for the subjects and projects you want by clicking **File > New Notebook** on the menu bar.

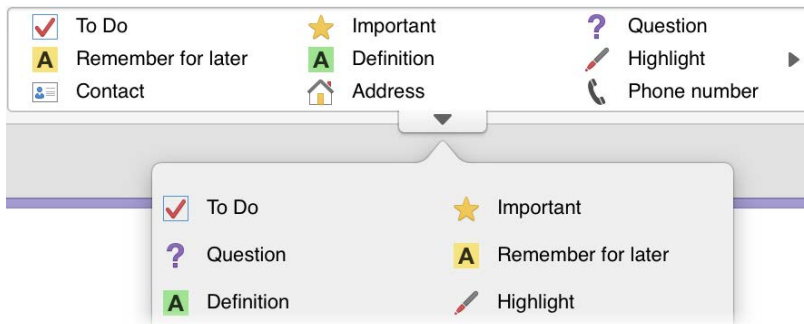


OneNote 2016 for Mac



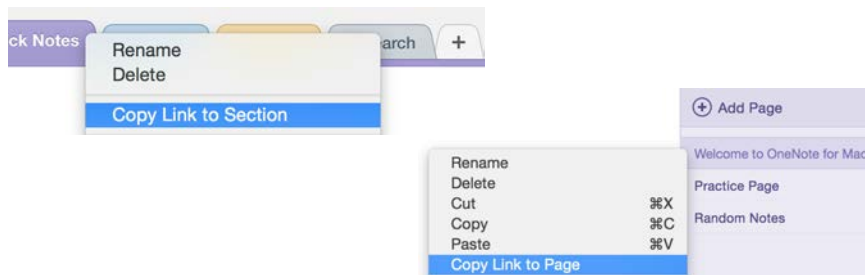
Tag selected notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on your important action items or to check off completed tasks on your to-do lists.



Create wiki-style hyperlinks

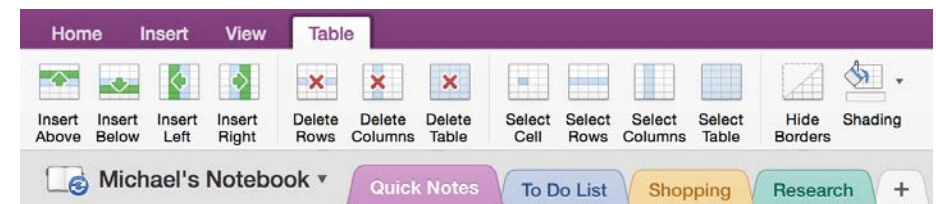
Turn your notebook into a functional wiki by creating links to specific sections or pages. Hold the Control key while clicking the tab of the section or page that the link should point to. Next, click **Copy Link to Section** or **Copy Link to Page**, and then paste the link wherever you want it.



Organize information in tables

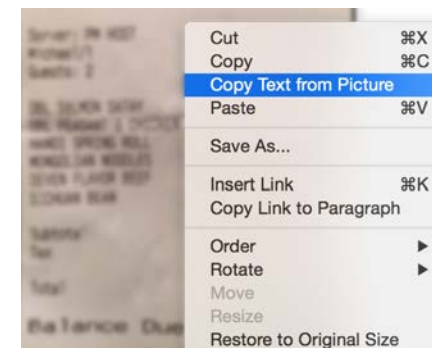
Whenever a spreadsheet is overkill, use simple OneNote tables to make sense of information. Start on a new line of text by typing a word, phrase, or number, and then press the TAB key to create the next column. Press Return to create a new row. Alternately, you can click **Insert > Table** on the ribbon or on the menu bar.

Once your table is created and selected, the **Table** tab on the ribbon will reveal additional commands.



Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (a receipt, for example), hold the Control key while clicking the picture, and click **Copy Text from Picture**, and then paste the copied text where you want it.

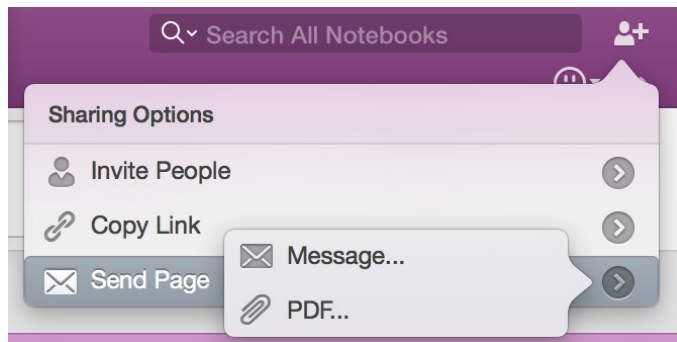


OneNote 2016 for Mac



Share your work with others

Click the **Share this notebook** button in the top right corner to invite others to edit your current notebook, to copy a link to its cloud location, or to send the current page as a message or PDF attachment from your preferred email service.



Get other Quick Start Guides

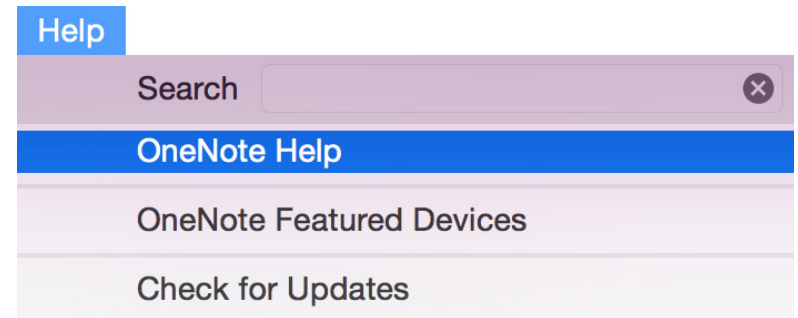
OneNote is just one of the newly designed apps in the new Office 2016 for Mac. Visit <http://aka.ms/office-mac-guides> to download our free Quick Start Guides for the new Mac versions of Word, Excel, PowerPoint, and Outlook.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!



Get help with OneNote

On the menu bar, click **Help** to search for the OneNote features and commands that you need help with, or click **OneNote Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.



Send us your feedback

Love OneNote for Mac? Got an idea for improvement? Click the smiley face icon in the upper right corner of the app window to send your feedback directly to the OneNote development team.

